

IMPLEMENTATION OF TRACS RULES OF BEHAVIOR (ROB) and SECURITY TRAINING

As part of HUD's initiative to ensure the highest level of protection for our resident's data, there will be some changes to the systems used to transmit TRACS files and to review information provided via the TRACS database in HUD's Secure Systems (WASS).

If you are sending files using iMAX and/or you are accessing the reports available in the TRACS database that is part of Secure Systems (WASS), you are REQUIRED to agree to abide by the TRACS Rules of Behavior (ROB) and take the online TRACS Security Awareness Training once a year.

Important Dates to remember:

May 1, 2010 (this will not be available before May 1, 2010)

When you log in to Secure Systems and then click on the iMAX option, current and new users will be prompted to accept the Rules of Behavior Document. In addition, users will be required to complete the TRACS Security Awareness Training Questionnaire within 30 days of accepting the Rules of Behavior.

If you are sending files using a program that has adopted the Web User Interface, such as HUDManager, you must complete these steps in order to be able to transmit (upload) your TRACS vouchers and certifications or receive error messages. You will be automatically prompted to do so when you log in to Secure Systems and click on the iMAX option.

If you do not transmit TRACS files, but you access TRACS queries, you will be required to complete these functions no later than **July 3, 2010**.

September 3, 2010

If you are sending TRACS files directly from your software, using a program that has adopted a System to System interface, such as OneSite, iCAM, Yardi Voyager, Cornerstone, HDS or CATRACr, each user should take the time to log in to Secure Systems to accept the Rules of Behavior.

Failure to complete these tasks by the appropriate deadlines will result in errors and **you will not be able to send TRACS files.**

You will be automatically prompted to complete the Rules of Behavior acknowledgement and the Security Awareness Training Questionnaire once a year.

If you have any questions regarding these requirements please send an email to: MFTRACSSECURITY@HUD.GOV.